

~~SECRET~~
CLASSIFICATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140158-8

PREPARE IN DUPLICATE

DD5/OTR/ISS - 31

1. TITLE OF REPORT (if a fill-in report include Form No.)

Agency Training Record-EOD Delinquent Listing

2. TYPE OF REPORT
☐ STATISTICAL
☐ NARRATIVE
☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL ☒ TRAINING
 LOGISTICS ☐ SECURITY
 MEDICAL ☐ FINANCE

ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annual

6. DISTRIBUTION (No. of components not number of copies)
 52

7. FORMAT (memorandum, form computer print-out, etc)

Computer print-out

8. ADP PROCESSING

☒ YES IF YES GIVE ADP PROCESSING NO.
☐ NO 601J

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR ☐ 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS
 OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None
 (Same as 601E plus Personnel Data)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

56 pages x 5¢ per page x 3 copies x 2=	\$16.80
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TOTAL COSTS PER YEAR

\$16.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

HR ☐ This report is no longer required and was canceled in February 1970.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☒ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
0	\$16.80

16. DATE OF INVENTORY

9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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 Records Management Officer, OTR

18. EXTENSION

FORM 9-70

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(22-36-43)